

## Headquarters

## EMPLOYEE BULLETIN

#342

26 March 1973

## PERSONNEL REDUCTIONS

1. The Agency is presently declaring approximately ☐ STATINTL employees excess. This activity is necessary to supplement the normal attrition to achieve the required personnel levels in FY 74. Employees have been selected to be declared excess because their functions or skills in the Agency are no longer applicable. Further, it will continue to be Agency policy to declare excess those employees whose skills are no longer required if such employees cannot be retrained to perform other duties.

STATINTL

2. Employees declared excess will be instructed to report to the Office of Personnel where their appeal rights in accordance with ☐ will be fully explained. At this time their entitlement to voluntary or involuntary retirement or separation compensation, as the case may be, will also be covered in detail. Each case will be reviewed by the Director of Personnel with a view towards placing the individual elsewhere in the Agency at the same or lower grade. Every effort will also be made to help the employee find outside employment.

DISTRIBUTION: ALL EMPLOYEES

STATINTL

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Deputy Director  
for  
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